

**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Refugee Resettlement

**Funding Opportunity Title:** Technical Assistance to ORR Funded Refugee Programs and Services to Asylees

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2006-ACF-ORR-RB-0112

**CFDA Number:** 93.576

**Due Date for Applications:** 06/02/2006

**Executive Summary:**

The Office of Refugee Resettlement (ORR) invites eligible entities to submit competitive applications for cooperative agreements to provide technical assistance to agencies that serve refugees in Priority Areas 1 through 6. For Priority Area 7, ORR invites eligible applicants to submit applications for a grant to provide services via a Multilingual Information and Referral Hotline.

PRIORITY AREA 1 - Technical Assistance for refugee-based Mutual Assistance Associations (MAAs), Voluntary Agencies, faith-based and other non-profit organizations assisting or working with refugee communities, and/or organizations and other priorities that the Director of ORR may consider as an appropriate response to emerging refugee resettlement needs;

PRIORITY AREA 2 - Technical Assistance for Employment Services;

PRIORITY AREA 3 - Technical Assistance for English Language Training and Service Programs;

PRIORITY AREA 4 - Technical Assistance for Refugee Economic Development Activities/Programs;

PRIORITY AREA 5 - Technical Assistance to Promote Citizenship and Civic Participation;

PRIORITY AREA 6 - Technical Assistance for Special Initiatives for Community Resettlement; and

PRIORITY AREA 7 - Services for Asylees to be provided via a Multilingual Information and Referral Hotline.

This program announcement indicates how ORR will screen and evaluate applications. Awards will be contingent on the outcome of the competition and the availability of funds.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative Authority**

This program is authorized by section 412(c)(1)(A) of the Immigration and Nationality Act (8 U.S.C. 1522(c)(1)(A)), as amended, which authorizes the Director of the Office of Refugee Resettlement (ORR) "to make grants to, and enter into contracts with, public or private non-profit agencies for projects specifically designed - (i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services, (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational, and other services."

### **Background**

ORR uses technical assistance funds to enable grantees to provide programs that improve the lives of refugees and asylees. For example, ORR has supported specific technical assistance for employment, English language training, microenterprise, Individual Development Account programs, housing, organizational capacity development activities among emerging ethnic organizations, and services to children and asylees.

ORR expects to make available to seven priority areas approximately \$1,601,400 in social services discretionary funds in the form of six cooperative agreements and one grant. The award amount range is for planning purposes only and is subject to the availability of funding. ORR does not require matching or cost sharing by the applicant.

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget

period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Applicants must limit program narratives to 25 pages per priority area (double-spaced on standard, letter-size paper, in 12-point font) plus no more than 25 pages of appended material. Budgets, budget justifications, forms and certifications are not included in the 25-page limit. This limitation of 25 pages per priority area should be considered as a maximum, not necessarily a goal.

### **Priority Area 1:**

Technical Assistance for Refugee-Based Mutual Assistance Associations (MAAs), Voluntary Agencies, Faith-Based and Other Non-Profit Refugee Serving Organizations

### **Description**

#### **Purpose and Scope**

ORR proposes to award one cooperative agreement to assist in the development of a project to provide technical assistance to MAAs, faith-based and community organizations, and other non-profit entities assisting refugees. This technical assistance will 1) strengthen the capacity of these organizations; 2) help the organizations achieve functional governance and stability; and 3) help the organizations engage in appropriate personnel, program, and financial management by sharing proper organization policies, structures, procedures, and materials through a grantee network. Assistance in this category must improve the services grantees offer to refugees and enhance the grantees' collaboration on performance measures that track refugee self-sufficiency, economic independence, and integration into the larger community.

Approximately \$200,000 has been allocated for this priority area. ORR expects to award one cooperative agreement for a national project. The successful applicant(s) will have demonstrated expertise in organizational and community development activities along with experience and flexibility in being able to respond to the needs of refugee organizations. These needs may be organizational in nature

or due to major internal and/or external changes that affect the proper functioning of community organizations.

The application should clearly demonstrate how proposed site visits and technical assistance activities will respond directly to the needs of ORR grantees serving refugee populations. The application should also include a work plan with a proposed timeline.

The grantee will submit an annual technical assistance plan that includes at least the following: 1) proposed site visits and corresponding technical assistance activities; 2) written materials developed and proposed for dissemination to the field; 3) proposed workshop locations, topics, presentation formats, and agendas; and 4) methods and approaches of identifying, documenting, presenting and addressing emerging refugee needs. ORR will review and approve the grantee's technical assistance plan in these areas, as well as other activities proposed by the grantee. ORR will also provide direction concerning any emerging needs that this technical assistance should address.

### **Allowable Activities**

Applicants may propose all or some combination of the following strategies, as well as other innovative strategies for technical assistance in the designated areas:

- Assessing technical assistance and training needs in MAA grantees, Voluntary Agencies, faith-based, and other non-profit refugee serving community organizations;
- Disseminating information, materials, and technical advice related to employment, citizenship and civic participation, community orientation, effective case management, program and financial management, leadership development, as well as the role of boards, agency executives, agency staff, and organization members;
- Collecting and summarizing data and information on program performance;
- Facilitating the exchange of information through the collection and reporting of program performance, performance measurement, and impact information on a network website and listserve;
- Providing on-site training or technical assistance group meetings and workshops;
- Developing training curricula, a resource handbook, and other resource materials as needed;

- Conducting on-site provision of technical assistance to MAA grantees and training workshops as needed and appropriate;
- Preparing and disseminating reports on technical assistance program characteristics and achievements;
- Identifying and disseminating information on potential resources and partnership opportunities;
- Training grantees in innovative data collection, data analysis and data application techniques aimed at improving program performance; and
- Preparing adequate and appropriate response to emerging refugee resettlement needs.

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## II. AWARD INFORMATION

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

Grantees will submit an annual technical assistance plan to ORR for review and approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area Funding:** \$200,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$200,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$200,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a

continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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## **Priority Area 2:**

Technical Assistance for Employment Services

### **Description**

#### **Purpose and Scope**

The primary goal of refugee resettlement is to assist refugees in becoming self-sufficient. Two factors critical to achieving this goal are attachment to the labor force and the opportunity to earn a living wage. ORR proposes to award one cooperative agreement to an agency to provide technical assistance services to ORR employment service providers to increase the rate and improve the quality of employment outcomes and to address the special needs of emerging populations.

This announcement continues ORR's longstanding recognition that funds should be made available to provide technical assistance services for agencies that offer refugee employment services. The technical assistance in this category aims to identify best models and practices and broadly disseminate this information to assist local programs in implementing performance measures, including the Government Performance and Results Act. This objective can be achieved by developing and conducting training and on-site technical assistance visits, as well as performing on-site analysis of employment services in such areas as staff training, multi-agency collaboration, employer and/or refugee involvement in the design of services, and in the organization and administration of job development and placement projects.

The application should demonstrate clearly how proposed site visits and technical assistance activities will respond directly to the needs of

ORR grantees serving refugee populations. The application should also include a work plan with a proposed timeline.

Approximately \$250,000 has been allocated for this priority area. One cooperative agreement may be awarded for one national project. Through this cooperative agreement, the grantee will submit an annual plan for the following: 1) proposed site visits and corresponding technical assistance activities and schedules; 2) plan for written materials developed prior to the release of such documents; and 3) proposed workshop schedules, locations, topics, presentation formats, and agendas. ORR intends to review and approve the grantee's annual plan for technical assistance in these areas and other activities proposed by the grantee in relation to the allowable activities listed below. ORR will also provide direction and feedback in critical refugee employment needs and corresponding technical assistance services.

### **Allowable Activities**

Applicants may propose all or a combination of the activities described below, or new or innovative approaches.

- Implementation of on-site visits to provide technical assistance and training directly to agencies and to ascertain best practices in providing employment services resulting in wage rates above the poverty level and employment benefits;
- Development of reports to be distributed to agencies to assist them in providing employment services, including site visit reports and best practices reports;
- Organization and operation of workshops for agencies in the area of employment services, which include facilitated discussions, training, and presentations addressing a breadth of employment needs for newly emerging refugee populations and newly employed refugee groups;
- Provision of technical assistance in writing, by e-mail and by telephone to agencies; and
- Preparation and dissemination of reports on program characteristics and achievements.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Substantial Involvement with Cooperative Agreement:** Grantees will submit an annual technical assistance plan to ORR for review and approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area Funding:** \$250,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$250,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$250,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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**Priority Area 3:**

Technical Assistance to English Language Training and Service Programs



## **Description**

### **Purpose and Scope**

ORR proposes to award one cooperative agreement in the amount of \$300,000 to assist in the development of a national project to provide technical assistance and training to providers of English Language Training (ELT) at all levels. Technical assistance may be proposed for the following purposes:

- Design and improvement of employment-related ELT technical assistance and training, which may be provided both to ELT teachers and program managers. The technical assistance and training may be focused on curricula, teaching strategies, and/or program development, such as integrating ELT with employment-focused services, work-site ELT, and family literacy.
- Training in the areas of cultural adjustment, learning disabilities, physical and mental health, and in the use of new or innovative classroom technologies. Training may include topics such as identifying physical and mental health issues related to cultural adjustment or learning disabilities, accommodating such issues in the classroom, seeking professional consultation, and developing appropriate curricula. Training may also include introducing teachers to new and/or innovative ELT technologies, such as using software programs in classroom instruction. Technical assistance may be provided in the organization and administration of the language programs.
- Organization and facilitation of consultative and information-sharing sessions. Such sessions may include staff from similar types of agencies or from agencies serving similar groups of refugees. The purpose of the sessions is to provide an opportunity for ELT staff to share experiences in best practices and promising strategies. These sessions may also provide opportunities for different types of staff, including ELT teachers, case managers, employment specialists, public health professionals, and individual refugee English tutors, to develop strategies for effective working relationships.
- Response to emerging needs of refugee populations, including designing methodologies compatible with emerging refugee needs, particularly where the refugee populations not only have little exposure to the English language and American culture, but also may be illiterate in their own languages.

Applicants should propose technical assistance projects that are to be implemented nationally.

Each year of the project period, the grantee will submit a technical assistance plan for ELT that includes at least the following: 1) program activity sites and participants; 2) the assessment tools it will use to evaluate technical assistance needs; 3) the technical assistance subject areas it will cover and curricula it will use; 4) materials prepared for use in the delivery of the technical assistance; and 5) ways in which the grantee will recruit volunteers for ELT. ORR intends to review and approve the technical assistance plan for ELT in these areas and other activities proposed by the grantee in relation to the allowable activities listed below. ORR will also evaluate the technical assistance plan to ensure that it is comprehensive, flexible, and practical and provides direction and feedback for the appropriate implementation of the plan.

### **Allowable Activities**

Applicants may propose all or a combination of the activities described below or additional innovative approaches justifying their usefulness for technical assistance for ELT providers.

- Assessment of ELT technical assistance needs in agencies and communities serving refugees;
- Organization and operation of training and facilitated sessions on identified ELT technical assistance needs. These sessions may include a single agency, multi-site, or multi-project ELT facilitated discussions;
- Provision of technical assistance in writing, by e-mail, and by telephone to ELT providers and volunteers conducting one-to-one or group English tutorial sessions;
- Review of existing general ELT materials and recommendations on usefulness and appropriateness for use in refugee-oriented ELT with necessary modifications and to suit particular needs of various refugee groups, and distribution of materials relevant to identified ELT needs;
- Development of, or participation in, development of ELT curricula to effect employment and facilitate other refugee resettlement processes; and
- Facilitation of information sharing among a network of ELT providers in the improvement of English skills among refugees.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Substantial Involvement with Cooperative Agreement:** Grantees will submit an annual technical assistance plan to ORR for review and approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area Funding:** \$300,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$300,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$300,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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**Priority Area 4:**

Technical Assistance for Refugee Economic Development Activities/Programs

## **Description**

### **Purpose and Scope**

ORR invites eligible entities to submit competing applications for a cooperative agreement to provide technical assistance for economic development services for refugees including Individual Development Account (IDA) programs, Microenterprise Development programs, and special self-sufficiency and employment programs, such as the Rural Refugee Initiative. Under this cooperative agreement, the grantee will implement various activities intended to assist ORR-funded IDA and Microenterprise grantees in the organization and administration of their projects. The grantee may also provide similar technical assistance to special self-sufficiency and employment grantees and to any other types of economic development grantees as designated by the Director of ORR.

The application should demonstrate clearly how proposed site visits and technical assistance activities will respond directly to the needs of ORR grantees serving refugee populations. The application should also include a work plan with a proposed timeline.

Approximately \$201,400 has been allocated for this priority area. Each year of the project period, the grantee will submit a technical assistance plan for economic development programs that includes the following: 1) proposed site visits and corresponding technical assistance activities; 2) written materials developed prior to the release of such documents; 3) the locations, topics, formats, and agendas of proposed workshops; and 4) the maintenance and facilitation of a management information system to assist ORR grantees in implementing their projects. ORR will review and approve the annual technical assistance plan for economic development activities in these areas and other activities that are proposed by the grantee related to the allowable activities listed below. ORR will also carefully evaluate the implementation of the technical assistance plan by providing direction and feedback to ensure the effective administration of Microenterprise and IDA programs and the proper utilization of technologies compatible with IDA, Microenterprise, and other economic development activities.

### **Allowable Activities**

Allowable activities include:

- On-site visits to assess technical assistance needs; provide technical assistance and training directly to grantees; ascertain

best practices in administering IDA, Microenterprise, and other types of economic development programs; and address the specific needs of refugees participating in these and related programs;

- Preparation of a variety of reports to be distributed to IDA, Microenterprise, and other economic development grantees to assist them in administering their programs, including site visit reports and best practices reports;
- Organization and operation of workshops for IDA, Microenterprise, and other grantees that have economic development programs for refugees. Workshop activities include facilitated discussions, presentations, and training in economic development and self-sufficiency activities;
- Provision of technical assistance in writing, by e-mail, and by telephone to IDA, Microenterprise, and other economic development grantees;
- Facilitation of a network of IDA, Microenterprise, and other economic development grantees to share information and to resolve problems through, for example, the maintenance of a listserve, conference calls, etc.; and
- Maintenance of a management information system that documents characteristics and achievements of IDA, Microenterprise, and other economic development grantees, as well as the preparation and dissemination of program characteristics and achievements.

Applicants may propose additional techniques for providing technical assistance and information sharing activities to IDA, Microenterprise, and other economic development grantees.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Substantial Involvement with Cooperative Agreement:** Grantees will submit an annual technical assistance plan to ORR for review and approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area** \$201,400

**Funding:****Anticipated Number of Awards:** 1**Ceiling on Amount of Individual Awards:** \$201,400 per budget period**Floor on Amount of Individual Awards:** None**Average Projected Award Amount:** \$201,400 per budget period**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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**Priority Area 5:**

Technical Assistance to Promote Citizenship and Civic Participation

**Description****Purpose and Scope**

ORR proposes to award one cooperative agreement to provide technical assistance in citizenship preparation services. Through this award, ORR intends to work collaboratively with the grantee to provide technical planning and assistance to State-administered refugee service providers, MAA grantees, Voluntary Agencies, and other

refugee service providers working with refugee community organizations for multiple purposes: 1) to increase the effectiveness of ORR services designed to assist refugees in becoming naturalized citizens; 2) to serve as an advocate on behalf of refugees with Federal and State agencies; 3) to serve as a national resource on citizenship and naturalization services; and 4) to promote civic participation among refugee communities. ORR envisions that this category will improve services to refugees in becoming U.S. citizens and furthering their integration into American society.

ORR's intent is also to equip refugee service providers with the best technical help possible so that State-administered social service providers, Voluntary Agency affiliates, MAAs and other entities serving refugees can be better trained to assist refugees to become naturalized citizens. Citizenship, civic participation, and community interaction are essential parts of the integration process and a means by which refugees can feel like valued members of society.

Approximately \$200,000 has been allocated for this priority area. ORR expects to award one cooperative agreement. The applicant should clearly demonstrate how proposed technical assistance activities will respond directly to the needs of ORR grantees serving refugee populations. The successful applicant will also have a demonstrated expertise in comprehensive naturalization services, including citizenship requirements, testing procedures, and effective service provision strategies to overcome institutional and cultural barriers.

The successful applicant must also have a demonstrated expertise as an advocate on behalf of refugees in the naturalization services, particularly for vulnerable populations, such as the elderly and disabled refugees who lose Social Security Insurance payments and Medicaid coverage due to their inability to naturalize.

The grantee will submit an annual technical assistance plan to ORR. Such a plan would include at least the following: 1) proposed site visits and corresponding technical assistance activities; 2) the development and distribution of written materials; 3) proposed workshop locations, topics, presentation formats, and agendas; and 4) methods and approaches of identifying, documenting, and delivering citizenship services that meet refugee needs. ORR intends to review and approve the grantee's annual technical assistance plan in these areas and other activities proposed by the grantee in relation to the allowable activities listed below. ORR also intends to review and approve all written materials intended for distribution, as well as content for workshops and training sessions.

## **Allowable Activities**

Applicants may propose all or some combination of the following, as well as other innovative strategies justifying their usefulness for technical assistance in the designated technical assistance area:

- Activities designed to aid adjustment of status, family reunification, and naturalization;
- Activities designed to inform and orient the refugee community regarding issues essential to effective participation in the new society;
- Training and assistance for refugee women to enhance their integration and afford them full opportunities to participate in the community;
- Activities designed to build awareness among host communities that they may adjust to diversity and encourage community participation by newcomers;
- Activities designed to promote the civic participation of all persons in refugee communities, including the elderly, illiterate, and disabled;
- Activities designed to increase the participation of the refugee community in the democratic process, minimizing any obstacles to civic involvement;
- Activities designed to collect and summarize data on refugee naturalization;
- Facilitation of an electronic exchange of information through a network website and listserve; and through the collection and reporting of program performance, performance measurement, and impact information;
- Provision of on-site training or technical assistance group meetings and workshops; and
- Development of training curricula, a resource handbook, and other resource materials as needed.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Substantial Involvement with Cooperative Agreement:** Grantees will submit an annual technical assistance plan to ORR for review and



approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area Funding:** \$200,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$200,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$200,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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## **Priority Area 6:**

Technical Assistance for Special Initiatives in Community Resettlement

### **Description**

#### **Purpose and Scope**

ORR proposes to award one cooperative agreement to provide support for the Director's Special Initiatives. The initiatives will cover a range of community resettlement programs including, but not limited to, the

Wilson-Fish Alternative Program, the Preferred Communities Program, and the Ethnic Community Self-Help Program. This area may also include the preparation of reports and provision of support on initiatives of relevance to assessing and responding to the needs of refugee populations. The types of activities undertaken under this area may include data collection, workshops, facilitation of conference calls, maintenance of listserves, evaluations, site visits, site visit reports, documentation of procedures and best practices, provision of technical assistance by telephone and by e-mail, and other types of activities as determined by the Director.

The grantee will submit annual technical assistance plans that include the following: 1) proposed site visits and corresponding technical assistance activities; 2) development of materials and analysis of program, policy, and data as requested by ORR; 3) the locations, topics, formats, and agendas of proposed workshops; and 4) the facilitation of data definition and grantee reporting. ORR will review and approve the annual technical assistance plans.

Approximately \$200,000 has been allocated for this priority area. The applicant should describe proposed activities to address the technical assistance needs of program areas, such as those listed above. The applicant may also propose activities that would support the goals of this priority area. This includes addressing refugee community resettlement needs, emerging needs of newly arriving populations, and the needs of refugees who have had long-term difficulties in assimilating.

## **Program Descriptions**

### ***Wilson-Fish Alternative Program***

In 1984, Congress amended the Immigration and Nationality Act to provide authority to the Secretary of Health and Human Services to implement alternative programs for refugees. This provision, known as the Wilson-Fish Amendment, provided that the Secretary develop and implement alternative programs for newly arrived refugees under which refugees are provided interim cash support, medical services, support services and case management, as needed, in a manner that encourages self-sufficiency, reduces welfare dependency, and fosters greater coordination among the resettlement agencies and service providers. There are currently eleven Wilson/Fish projects.

### ***Preferred Communities***

Under the Preferred Communities program, the nine voluntary agencies may apply for projects to enhance resettlement opportunities in areas with low unemployment rates, low cost of living, and low-cost housing. Agencies may also apply for funds to provide enhanced services to refugees with special needs.

### ***Ethnic Community Self-Help Program***

The Ethnic Community Self-Help program provides assistance to organizing ethnic refugee communities comprised and representative of newly arrived refugee populations. The purpose is to build bridges among newcomer refugee communities and mainstream community resources. Participants include national and local agencies that address cultural orientation, community building, and mutually supportive functions such as information exchange, civic participation, and resource enhancement that facilitate economic self-sufficiency, reinforcing the adjustment and integration of recently arrived refugees.

### **Allowable Activities**

Applicants may propose all or some combination of the following, as well as other innovative strategies justifying their usefulness for technical assistance in the designated technical assistance area:

- Preparing reports and providing assistance to new activities in support of the Director's initiatives and priorities;
- Providing on-site technical assistance to grantees as approved by ORR and submitting reports to ORR on the technical assistance provided;
- Planning, coordinating, and hosting group meetings, workshops, and conference calls;
- Developing enhanced and improved procedures, systems, program design, and methods of service delivery that will assist grantees in meeting all program and legal requirements and will enhance the capacity of the programs to provide services;
- Compiling best practices, systems, procedures and forms;
- Disseminating information, materials, and technical advice related to resettlement initiatives;
- Developing resource materials as needed;
- Preparing and disseminating reports on program characteristics and achievements; and
- Facilitating the electronic exchange of information through a listserve.

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## II. AWARD INFORMATION

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

**Substantial Involvement with Cooperative Agreement:** Grantees will submit an annual technical assistance plan to ORR for review and approval of all activities to be conducted under this cooperative agreement.

**Anticipated Total Priority Area Funding:** \$200,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$200,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$200,000 per budget period

**Length of Project Periods:** 36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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## **Priority Area 7:**

Services for Asylees to be Provided via a Multilingual Information and Referral Hotline

### **Description**

#### **Purpose and Scope**

ORR proposes to award a grant for the purpose of operating an asylee information and referral toll-free hotline. The purpose of this hotline is to assist asylees by providing them access to information on services in their respective communities and States. An extensive language bank capacity with all major language groups is required for hotline operators to communicate with asylees.

ORR has an agreement with the asylum offices of the Department of Homeland Security that letters granting asylum include a toll-free number that provides information about the refugee service network. ORR has a similar agreement with immigration courts under the Executive Office for Immigration Review to provide information to asylees. Additional outreach efforts should also be conducted to expand enrollment of asylees in refugee programs and services.

Approximately \$250,000 has been allocated for this priority area. One grant may be awarded for one national project. The successful applicant should demonstrate expertise in planning and executing an integrated technical assistance plan of information and referral to assist asylees to access the ORR-funded refugee service network via a multilingual toll-free hotline number.

Through this grant, ORR will review and approve a service plan for asylees that includes: 1) technical equipment required for a multilingual toll-free number; 2) accurate and up-to-date informational materials in a number of languages developed and proposed for dissemination to the field via the hotline; 3) the multilingual staff phone operators for the hotline; and 4) an ability to assess and address problems with asylee access to local refugee services.

#### **Allowable Activities**

Applicants should propose all of the following activities.

Applicants are encouraged to propose additional innovative strategies providing justifications for their usefulness in the designated service area.

- Maintain a 1-800 asylee information and referral number with multiple selections for each major refugee language (minimum of seven languages);
- Create and update the script and protocol guidelines for hotline operators;
- Develop and maintain information in a multitude of languages on the services, and the eligibility requirements for those services, offered by the refugee service provider network, including State-funded services and services provided through Voluntary Agency affiliates, particularly the Matching Grant program for persons with newly awarded grants of asylum;
- Maintain a database of characteristics, noting trends of languages needed, location of callers, ethnicity/country of origin of asylees, difference in time between date of grant of asylum and call to the hotline, and type of information sought through the phone calls; and
- Collect and summarize data and information on callers to the asylee hotline for ORR funded programs as appropriate.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$250,000
<b>Anticipated Number of Awards:</b>	1
<b>Ceiling on Amount of Individual Awards:</b>	\$250,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$250,000 per budget period
<b>Length of Project Periods:</b>	36-month project with three 12-month budget periods

This announcement invites applications for project periods for up to three years. Although project periods may be for three years, ORR will make the initial awards on a competitive basis for a one-year budget

period. In subsequent years, ORR will entertain applications for a continuation of grants under these awards beyond the one-year budget period, but within the three-year project period, on a noncompetitive basis. Any continuation is subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**Awards under this announcement are subject to the availability of funds.**

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- State governments
- County governments
- City or township governments
- Public and State-controlled institutions of higher education
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement. Eligible applicants for all priority areas are limited to public and private non-profit organizations. Any non-profit organization submitting an application must submit proof of its non-profit status.

#### **2. Cost Sharing or Matching: None**

#### **3. Other:**

#### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide

electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.



Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Laura Gauer  
Office of Refugee Resettlement  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor-West  
Washington, DC 20447  
Phone: 202-401-1312  
Fax: 202-401-5772  
Email: [lgauer@acf.hhs.gov](mailto:lgauer@acf.hhs.gov)

### **2. Content and Form of Application Submission:**

In order to be considered for a grant under this program announcement, an application must be submitted on the forms supplied and in the manner prescribed by the Administration for Children and Families (ACF).

Each application should include the signed original and two additional copies. Each program application narrative portion should not exceed 25 double-spaced pages in a 12-point font. Panelists will not be mandated to review beyond the 25-page limit. Attachments and appendices to the proposal should not exceed 25 pages and should be used only to provide supporting documentation such as maps, administration charts, position descriptions, resumes, and letters of intent for partnership agreements. Please do not include books or video tapes as they are not easily reproduced and are therefore, inaccessible to the reviewers. Each page should be numbered sequentially, including the attachments or appendices. Budgets, budget justifications, forms, and certifications are not included in the 25-page limitation of the attachment section. Please submit the application in the order listed in the Checklist.

#### **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In

addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a**

**current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

**Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

**Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise

required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**

**Due Date for Applications:** 06/02/2006

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications that do not meet the deadline requirements will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Mailed applications shall be considered as meeting the announced deadline if they are either received on or before the due date or postmarked on or before the due date and received by ACF in time for the independent review referenced in *Section V.2*.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as a proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private Metered postmarks shall not be acceptable as proof of timely mailing. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

#### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting the announced deadline if they are received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address

referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION THAT DOES NOT MEET THE DEADLINE REQUIREMENTS ABOVE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

### **Checklist**

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Section V	Found in Section V	By application due date.
Objectives and Need for Assistance	See Section V	Found in Section V	By application due date.
Results or Benefits Expected	See Section V	Found in Section V	By application due date.
Approach	See Section V	Found in Section V	By application due date.
Staff and Position Data	See Section V	Found in Section V	By application due date.
Organizational Profiles	See Section V	Found in Section V	By application due date.
Third-Party Agreements	See Section V	Found in Section V	By application due date.
Support Letters	See Section V	Found in Section V	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

			date.
Budget Narrative/Justification	See Section V	Found in Section V	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Assurances	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.



#### **4. Intergovernmental Review:**

##### **State Single Point of Contact (SPOC)**

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL:  
<http://www.whitehouse.gov/omb/grants/spoc.html>.

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Daphne Weeden  
Office of Grants Management  
Division of Discretionary Grants  
370 L'Enfant Promenade, SW  
Aerospace Building, 6th Floor  
Washington , DC 20447

### **Hand Delivery**

Sylvia Johnson  
Office of Grants Management  
Division of Discretionary Grants  
370 L'Enfant Promenade, SW  
Aerospace Building, 6th Floor  
Washington , DC 20447

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **1. Criteria:**

### **Part I THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

### **Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

## INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

## OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

#### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

#### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders

or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and

computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

#### PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

#### FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note:

Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

#### SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

#### CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.



Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

#### OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

#### INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

#### PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

#### NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

#### TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

#### **EVALUATION CRITERIA:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### APPROACH - 30 points

The technical assistance plan is described clearly and appropriately with the proposed activities and time frames being reasonable and cost-effective. The technical assistance plan describes clearly and in detail the manner in which the applicant will continually assess the

need for technical assistance and how the proposed activities are expected to meet those needs.

#### ORGANIZATIONAL PROFILES - 25 points

The applicant clearly establishes its capacity to achieve the project's objectives. The proposal documents organizational expertise and experience in the provision of technical assistance and information sharing to assist refugee-serving organizations. Staff qualifications are clearly presented and are appropriate to achieving the project's objectives. The applicant's experience in providing technical assistance to refugee-serving organizations is also presented through staff qualifications. The applicant demonstrates strong knowledge and involvement in the refugee community, including letters of recommendation.

#### OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

The applicant has clearly identified the economic, social, financial, organizational, institutional, training, integration, and/or service needs requiring a solution. The proposal thoroughly documents the need for assistance, as well as principal objectives that are adequate to the proposed project. The applicant is aware of the changing dynamics of refugee resettlement and the changes in characteristics of incoming refugee populations, including long-term hard to assimilate groups.

#### RESULTS OR BENEFITS EXPECTED - 15 points

The proposal clearly identifies the results or benefits expected and these are appropriate to the technical assistance activities proposed. ORR is particularly interested in quantitative results or benefits.

#### BUDGET AND BUDGET JUSTIFICATION - 10 points

The budget is presented clearly and is detailed, reasonable, and cost effective. The provided budget narrative discusses necessity, reasonableness, and allocability of proposed costs.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

## **Initial ACF Screening**

Each application submitted under this program announcement will undergo a pre-review to determine that the application was received by the closing date and submitted in accordance with the instructions in this announcement.

## **Competitive Review**

An independent, non-Federal, review panel will use specific criteria to evaluate and rate applications that pass the initial ACF screening. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

## **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

### **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbc/guidance/index.html>.

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

**Reporting Requirements:** Grantees are required to file the Financial Status Report (SF-269) and Program Performance Report on a semi-annual basis. Funds issued under these awards must be accounted for and reported upon separately from all other grant activities. Although ORR does not expect the proposed projects to include evaluation activities, it does expect grantees to maintain adequate records to track and report on project outcomes. The official receipt point for all reports and correspondence is the ORR Grants Officer, Ms. Daphne Weeden, Administration for Children and Families/Office of Grants Management, 370 L'Enfant Promenade, SW, Aerospace Building-6<sup>th</sup> Floor-East, Washington, DC 20447, Telephone: (202) 401-4577.

The original and one copy of each report shall be submitted within 30 days of the end of each reporting period directly to the Grants Officer. The mailing address is: Ms. Daphne Weeden, Administration for Children and Families, Office of Grants Management, 370 L'Enfant

Promenade, SW, Aerospace Building-6<sup>th</sup> Floor-East, Washington, DC 20447. A final Financial and Program Report shall be due 90 days after the project expiration date or termination of grant support.

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

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### **Grants Management Office Contact:**

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## **VIII. OTHER INFORMATION**

**Date:** 03/28/2006

Martha Newton  
Director  
Office of Refugee Resettlement